



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

Canc: Jul 10

MCBBul 12430

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12 Jun 09

MARINE CORPS BASE BULLETIN 12430

From: Commander  
To: Distribution List

Subj: 2009 CIVILIAN PERFORMANCE APPRAISALS AND PERFORMANCE-BASED AWARDS FOR GENERAL SCHEDULE (GS) AND FEDERAL WAGE SYSTEM (FWS) EMPLOYEES ASSIGNED TO BARGAINING UNIT STATUS CODE NV0010

Ref: (a) MCO 12430.2  
(b) MCBPM 12430.1  
(c) CDCO 12272.1

1. Purpose. To provide guidance and instructions for submission of civilian performance appraisals and performance-based awards for the 2008-2009 annual appraisal period and the establishment of the 2009-2010 annual appraisal period for all bargaining unit employees of Marine Corps Combat Development Command (MCCDC) and subordinate organizations.

2. Cancellation. MCBBul 12430 dated 25 Jun 08.

3. Applicability. In accordance with the references, this Bulletin applies to bargaining unit civilian employees assigned to MCCDC and subordinate commands under MCCDC UIC 00264, TECOM UIC 67856, and their rating officials. The bargaining unit consists of civilian employees occupying Non-NSPS GS and FWS (i.e., WG, WS, etc.) positions. The contents of this Bulletin have been previously subjected to bargaining obligations.

4. Background. In accordance with reference (a), an annual performance appraisal is required to establish a rating of record for each employee. Reference (b) provides procedural guidance for completing annual performance appraisals and performance based awards.

5. Information

a. 2008-2009 Annual Performance Appraisal Cycle Closeout. The appraisal period for all Non-NSPS MCCDC civilian employees is 1 July 2008 to 30 June 2009. In no case may an appraisal period end

sooner than 90 calendar days from the date the employee signed his/her performance plan. If performance elements and standards were added or modified after the date the employee signed the performance plan, the employee may not be rated against the new or modified standards unless the employee has had the opportunity to perform for at least 90 days under the new or modified standards. New employees reporting onboard prior to 1 March 2009 meet the 90 calendar day requirements for receiving a rating of record.

b. Annual Performance Appraisals Completion. The appraisal form, NAVMC 11408 United States Marine Corps, Performance Appraisal Review System, must be fully completed in accordance with the references. Once signed and dated by the employee and the rating official, the original completed appraisal must be submitted to the MCCDC G-1. The rating official retains a copy and must provide a copy of the appraisal to the rated employee. A preformatted spreadsheet must accompany performance appraisals when submitting the appraisals to the MCCDC G-1. The preformatted spreadsheet shall be updated to reflect all Non-NSPS GS and FWS employees currently assigned. Approved award justifications can be provided along with the completed appraisal. The format and additional information regarding the spreadsheet is contained in reference (b). Completed appraisals must be submitted no later than 24 July 2009.

c. Performance-Based Awards

(1) General Guidance. Rating officials may further acknowledge an employee's performance accomplishments in the form of a Cash, Quality Step Increase (QSI), or time-off award. Employees may not receive both a cash performance award and a QSI for the same appraisal period. Time-off awards may be given alone or in addition to a cash award or QSI. A completed appraisal must be received by the MCCDC G-1 prior to the processing of performance-based awards. Reference (b) sets forth the performance-based award types, criteria, and submission format. Employees without completed appraisals are not eligible to receive performance-based awards. All awards will be submitted to the MCCDC G-1's group inbox "EA\_K4\_A\_00264G1Group" via the MODERN System for processing to Human Resources Service Center-East (HRSC-East).

(2) Award Criteria/Timeline for Submission

(a) Cash Awards. Cash award dollar amounts will be derived from a fair share percentage of the employee's basic pay. The MCCDC Comptroller's office designates the percentage to be utilized throughout MCCDC to ensure fairness and equity throughout

MCCDC and its subordinate commands. Completed cash award justifications for employees assigned under UIC 00264 are to be submitted to the MCCDC G-1. The MCCDC G-1 shall consolidate a listing of all approved cash award recommendations and provide it to the MCCDC Comptroller's office for use in determining the appropriate percentage no later than 14 August 2009. The MCCDC Comptroller's office shall determine the fair share percentage to be utilized and provide it to the MCCDC G-1 no later than 21 August 2009.

(b) Quality Step Increases. QSIs will be made effective no earlier than 30 August 2009. An employee is eligible for only one QSI within any 52 week period. QSIs will not be processed by the HRSC-E unless a current performance appraisal has been completed and submitted to Human Resources and Organizational Management (HROM). Rating Officials shall ensure a Request for Personnel Action (RPA) is submitted to the MCCDC G-1's group inbox "EA\_K4\_A\_00264G1Group" for each approved QSI. A signed copy of the award justification and approval must be attached to the RPA. RPAs submitted after the deadline will cause a delay in the processing timeline that can delay the effective date of the QSI. The effective date of a QSI will not be made retroactive.

(c) Time-Off Awards. All employees (includes part-time and those with uncommon tours of duty) are eligible to receive time-off awards. Up to 40 hours time off can be granted on the basis of employee accomplishments noted during the annual performance closeout. Time-off awards must be supported by a written justification and approved justification. There is no set effective date for time-off awards. An RPA must be generated by the requesting activity for each time-off submission. Time-off awards will be forwarded by the MCCDC G-1 for processing as they are received. Activities having 25 or more employees assigned under the same organizational code may submit a group time-off award utilizing a single RPA. The group award RPA must include a spreadsheet, in the format contained in enclosure (4) of reference (b), as an attachment.

d. New Performance Plans for the 2009-2010 Appraisal Period. Written performance plans for the new rating period should be established within 30 days of the beginning of the appraisal period. The appraisal period for 2009-2010 performance cycle begins 1 July 2009. Plans must be created using NAVMC 11408, which is available via the following web address:  
[http://192.156.19.109/ar/MCEFS.nsf/661954c80912e4c785256eb600561773/4751bdc86ff89146852566d4003fc165/\\$FILE/NAVMC%2011408.pdf](http://192.156.19.109/ar/MCEFS.nsf/661954c80912e4c785256eb600561773/4751bdc86ff89146852566d4003fc165/$FILE/NAVMC%2011408.pdf). A new NAVMC 11408 must be executed, even if the performance elements and

standards remain the same. The employee's position description must be certified as to its currency and accuracy. If the answer to the question on the appraisal form is "No," the supervisor is required to rewrite the position description within 60 days.

e. Mid Year Progress Reviews. A progress review of each employee's performance should be conducted midway through the performance cycle. The assignment of summary levels is not required during the progress review. The supervisor and employee must sign and date the performance plan indicating the progress review has been completed. Progress reviews are not required for plans established with less than 6 months remaining in the annual rating period. Progress reviews for plans established at the beginning of the annual rating period should be completed by 30 January 2010.

## 6. Responsibilities

a. MCCDC G-1. The MCCDC G-1, Civilian Manpower Branch has overall program responsibility for the administration of performance-based awards within MCCDC and shall:

(1) Prepare a consolidated list of all performance evaluations received and provide it to HROM, along with the corresponding original performance evaluations, not later than 3 August 2009.

(2) Establish a consolidated listing of all approved cash award recommendations and provide it to the MCCDC Comptroller's office for use in determining the appropriate percentage no later than 14 August 2009.

(3) Process approved cash awards by submitting an electronic SF-52, RPA, to the HRSC-E by 31 August 2009.

b. Comptroller, MCCDC. The MCCDC Comptroller shall determine the percentages and dollar amounts of the approved cash awards upon receipt of a consolidated spreadsheet and provide percentage and dollar amounts to the MCCDC G-1 no later than 21 August 2009.

c. Rating Officials. Rating officials within MCCDC organizations shall:

(1) Submit completed appraisals along with any approved cash award justifications to the MCCDC G-1 by 24 July 2009. The approved award must be identified on the activity listing provided along with the final performance appraisal;

(2) Process QSIs by submitting an RPA to the MCCDC G-1's group inbox "EA\_K4\_A\_00264G1Group" no later than 31 July 2009;

(3) Process time-off awards by submitting a single or group time-off award RPA to the MCCDC G-1's group inbox "EA\_K4\_A\_00264G1Group."

7. Action

a. Rating Officials and Chiefs of Staff. Ensure widest dissemination and compliance with this Bulletin.

b. Commanding General, Training and Education Command (TECOM). Establish internal processes and timelines for employees assigned under UIC 67856 so as to comply with this Bulletin, providing the MCCDC G-1 with a consolidated report of all approved performance-based awards.

A handwritten signature in black ink, appearing to read "T. A. Gerke", written over a horizontal line.

T. A. GERKE  
Chief of Staff

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